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TRANSMITTAL SLIP		DATE <u>22 Mar</u>
TO: <u>D/O L</u>		<u>24 MAR 1983</u>
ROOM NO. <u>2620 B</u>	BUILDING	
REMARKS: <u>for your files</u> <u>DD/c <u>EW</u></u> <u>ED <u>W</u></u> <u>C/P4PS</u>		
FROM:		
ROOM NO. <u>7D18</u>	BUILDING <u>HQ</u>	

FORM NO. 241
REPLACES FORM 36-8
WHICH MAY BE USED.

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S-E-C-R-E-T

7 March 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics Quarterly Review - 7 February 1983

1. The first presentation was by [] who gave the status of the addition []. The project is four months behind schedule and will need an additional [] to bring it back on schedule. (There are [] in contingency funds in the original contract.) One month of the delay has been caused by the contractor finding underground utility lines and three months because of subsurface boulders and stones which have delayed the foundation work. As this is an unforeseen site condition, the precedent in construction law is that the customer must pay. GSA has negotiated a settlement to the effect that all cost prior to 13 January will be paid by the person who ordered the work, and after 13 January, all additional cost will be split fifty-fifty. The Director of Logistics cautioned [] to check with NPIC management as some part of the operational portion of the NPIC had been delayed for six months and there might be a possibility that the time lost would not have to be bought back from the contractor.

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2. [] was the next speaker and he described the construction at []. [] said that this was the first renovations to be done [] since it was first built in the early thirties. The telephone system was installed in 1940 and the lights and heating system in 1931. The majority of the construction will take place in building one with the objective to centralize as many personnel as possible into one building and provide space for the installation of computer space to tie into LIMS. The total cost is [] and the project is within cost and on schedule.

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3. [] gave the current status on the construction of a new building on the Headquarters compound. The contract for A&E design services has slipped from October to December. Notice to Proceed was given during the holidays and the contractor is well into the activity. The current activity is to take the conceptual design layout which we gave them and to take a very careful and specific look at this plan and see if there are major flaws in it or ways that it can be made more efficient. This improved design is due to be completed on 1 March and at that time, the BPS will be able to formulate a fairly accurate schedule. In the meantime, [] feels that it is time to update the decision makers on the current status of the building. A general discussion evolved on how best to accomplish this.

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4. [] presented the Office objective on Prompt Payment. To date, the policies and procedures established jointly between OF and OL are working well and there have been no problems encountered to date. From Logistics' viewpoint, this objective is on schedule. At this time, the follow-up on orders which might incur penalties are followed up on manually. OL is working on automating this function with an electronic interface between ICS and CONIF.

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5. [] presented the Office objective on improving food service in the Executive Dining Room. LSD has hired an outside consultant to suggest ways to improve the functional layout and the equipment on two levels: one for the DCI's requirements and one for the EDR. [] reviewed the suggestions which the consultant came up with and noted that if they were not satisfactory in fulfilling management's expectations, that the only remaining alternative would be to replace the entire staff. The DDA noted that he did not feel that would be a good idea.

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6. [] reviewed the objective for OL to become more responsive to furniture requirements. An Agency task force was formed to assist and suggest new ideas on how to accomplish this objective. Although the task force did not come up with new or novel ideas, they did make two worthwhile suggestions, i.e., to put all furniture requests under the cognizance of one component and to rebuild the Agency's furniture inventory. All furniture requirements are now being centralized in the Building Services Branch of the Logistics Services Division.

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7. The final presentation was by [] on the development of a pilot Quality Circle Program in the Printing and Photography Division. Viewgraphs are attached.

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Attachment

DDA/MS [] (7Mar83)
 Orig - File (w/att)
 1 - DDA/MS Chrono (w/o att)
 1 - D/OL (w/o att)

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